



CITY OF RIVERSIDE

Number of Sets of Plans Required for Plan Check



Please:

- M Assemble plans into sets as indicated below*
- M Include Assessor Parcel Number and a description of work on plans*
- M Deliver all sets to the Building & Safety Division, 3rd floor of City Hall*
- M Note that a "Full Set" of plans includes a Site Plan*
- M See reverse side of this handout for additional information concerning the content of a complete plan check submittal*

Type of Project	Tenant Improvement	Single Family and Duplex	Multi- Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial
Sets of Plans Required	7 Full Sets	4 Full Sets 4 Site Plans 1 Floor Plans	6 Full Sets 4 Site Plans 1 Floor Plans	4 Full Sets 4 Site Plans 1 Floor Plans	8 Full Sets 2 Site Plans

We send your plans to the following departments:						
1	Building & Safety Division	Full Set	Full Set	Full Set	Full Set	Full Set
2	Planning Division	Full Set	Full Set	Full Set	Full Set	Full Set
3	Water Division	Full Set	Site Plan	Full Set	Site Plan	Full Set
4	Electric Division	Full Set	Site Plan	Site Plan	Site Plan	Full Set
5	Fire Department	Full Set	Full Set	Full Set	Full Set	Full Set
6	Public Works - Land Development	None	Site & Floor Plans	Site & Floor Plans	Site & Floor Plans	Full Set
7	Public Works - Industrial Waste	Full Set	None	Full Set	None	Full Set
8	Public Works - Solid Waste	None	None	Site Plan	None	Site Plan
9	Park and Recreation	None	Site Plan	Site Plan	Site Plan	Site Plan
10	County Assessor	Full Set	Full Set	Full Set	Full Set	Full Set